



The Council
City of Shreveport

Danielle A. Farr Ewing
Clerk of Council
P.O. Box 31109
Shreveport, LA 71130

June 28, 2022

Ms. Ruth E. Cox
2500 Centenary Blvd. #1
Shreveport, LA 71104

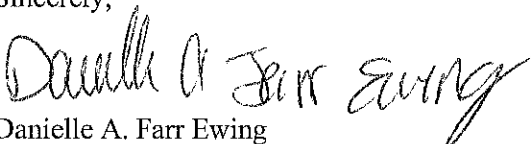
RE: Case No. 22-9-BAC, Special Exception Use

Your appeal of the decision of the Shreveport Zoning Board of Appeals will be presented to the City Council at its regularly scheduled meeting in the Government Chamber at Government Plaza (505 Travis Street) at 3:00 p.m. on **July 12, 2022**. On that date (or some later date) the Council will either affirm, modify, reverse or remand the decision rendered in the above referenced case.

You are further advised that you (or any other interested party) may submit additional written comments summarizing your position. In order for written comments to become part of the record and be considered by the City Council, all written comments must be submitted to this office (Government Plaza, 4th Floor, Suite 410, 505 Travis Street, Shreveport, LA 71101) no later than 12:00 p.m. on **July 6, 2022**.

If you have any questions regarding this information, please contact the City Council Office at 673-5262.

Sincerely,


Danielle A. Farr Ewing
Clerk of Council

Cc: Ms. Brandace Latin
Alan Clarke, MPC Executive Director
Brand Realty Properties LLC

ZONING BOARD OF APPEALS

505 Travis Street, Suite 440 | Shreveport, LA 71101
318-673-6480 | fax 318-673-6461 | www.shreveportcaddmpc.com

ZBA STAFF REPORT – CITY OF SHREVEPORT

JUNE 15, 2022

AGENDA ITEM NUMBER: 6
MPC Staff Member: Emily Trant
City Council District: B/ LeVette Fuller
Parish Commission District: 4/John Young

CASE NUMBER 22-9-BAC: SPECIAL EXCEPTION USE

APPLICANT: BRAND REALTY PROPERTIES LLC
OWNER: Brand Realty Properties LLC
LOCATION: 2500 Centenary Blvd. Unit 10 (southwest corner of Centenary Blvd. and Prospect St.)
EXISTING ZONING: R-3
REQUEST: Special Exception Use
PROPOSED USE: Short-Term Rental

DESCRIPTION: Approval has been requested to operate a short-term rental in a townhome located in the R-3, Multi-Family Residential District. The property to the north, east, and west is zoned R-1-5, Single Family Residential District. The townhomes south of the subject site are in the R-3 District.

Prior cases include: Rezoning approval from R-2, Multi-Family Residential and B-1, Neighborhood Business District, to R-3, Multi-Family Residential District (C-69-77). Approval of a front and rear yard variance (BAC-18-80). Nearby cases include: Denial of R-2 to R-3 for a 4 plex development (C-151-82). Rezoning approval from R-2 to R-1H, Single-Family Residential (C-92-93). Approval of a Special Use Permit for a driving academy (C-38-18). Approval of variance to parking, side yard, and lot size (BAC-102-82). Denied variance of off street parking (BAC-125-84). Approval of variance to off street parking (BAC-34-10).

Nearby neighborhoods include: Anderson Island, Broadmoor, Fairfield, Highland, Madison Park, and Stoner Hill

REMARKS: Special Exception Use approval may be subject to a 180-day expiration as described in UDC Section 16.6.I.2.

Approval of a short-term rental permit has been requested for 2500 Centenary Blvd., Unit 10. The short-term rental host (applicant) intends on renting the entire dwelling unit to no more than ten adults at a time. Short-term rental permits are generally processed as administrative applications; however, a Special Exception Use must be approved when located within 500' of an existing permitted short-term rental property. The purpose of this provision is to prevent neighborhoods from losing stable homeownership and becoming oversaturated with short-term rentals. The only other permitted Short-Term Rental is located approximately 250 feet from the subject site; therefore, the vicinity is not considered to be oversaturated with Short-Term Rentals.

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ZBA STAFF REPORT – CITY OF SHREVEPORT

Section 16.6 of the City of Shreveport UDC provides applicants with the opportunity to apply for a SEU in certain districts as a pathway for granting a land use that would not be appropriate generally or without restriction throughout a district but which, if controlled could be appropriate within that district. Uses may be authorized with appropriate conditions and safeguards as may be determined by the ZBA. Approval of a SEU is based upon evaluation and balancing of several development standards and design specifications, as listed in Section 16.6:

*Section 16.6.E.2.a: The design, location, and operating plans must be such that the public health, safety and/or welfare is protected. **The proposed use of the structure and the proposed site plan satisfy all UDC regulations of Article 23.8, which are designed to protect public health, safety and welfare.***

*Section 16.6.E.2.b: The proposed special exception use is compatible with the general land use of adjacent properties and other property within 300 feet. **The site will remain residential in nature and continue to be consistent with existing uses and zoning in the surrounding area.***

*Section 16.6.E.2.c: The special exception use conforms to the regulations of the zoning district where it will be located except where allowed under Article 18. **The host will operate within the confines of Article 23 of the City of Shreveport UDC.***

*Section 16.6.E.2.d: The special exception use in the specific location proposed is consistent with this code. **If approved, the short-term permit operating in this specific location will be consistent with the code and Article 23 of the City of Shreveport UDC.***

Per UDC requirements, the applicant hosted a neighborhood participation meeting on May 16th, 2022 at 10:30 am. The applicants report indicated that there were two questions related to the request, namely, what a Short-Term Rental is and what impact it would have on the neighborhood.

The applicant, or host of the STR, must follow all requirements as outlined in Article 23 of the Shreveport UDC. The Zoning Administrator is authorized to revoke a permit should the applicant violate any of the requirements, such as exceeding the number of allowed guests.

STAFF

ASSESSMENT: Based on the information contained in the application, and analysis of the facts of record, MPC Staff concludes that: approval of the Special Exception Use is warranted as the vicinity is not oversaturated with Short-Term Rentals and there would not be a negative impact if approval is granted.

Alternatively, based on information provided during the Public Hearing, the ZBA may:

- 1. Approve the application with stipulations.**
- 2. Deny the application.**

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ZBA STAFF REPORT – CITY OF SHREVEPORT

PUBLIC ASSESSMENT: Two people spoke in support. Two people spoke in opposition.

ZBA BOARD

DECISION: The board voted 6 to 1 to approve this application.

**METROPOLITAN SHREVEPORT ZONING BOARD OF APPEALS
SUMMARY MINUTES OF THE PUBLIC HEARING
June 15, 2022**

A regularly scheduled public hearing was held by the Metropolitan Shreveport Zoning Board of Appeals on Wednesday, June 15, 2022 at 3:00 p.m., at Government Plaza Chamber, 505 Travis Street, Shreveport, Caddo Parish, LA. Members met in the MPC Conference Room at 2:00 PM prior to the hearing case manager presentations.

Members Present

Alan Berry, Chair
Michael Brannan
Brian Crawford
Clarinda Henderson
Durwood Hendricks
JaCoby Marshall
Bernie Woods

Staff Present

Alan Clarke, Executive Director
Adam Bailey, Community Planning & Design Manager
Austin Chen, Planner
Alice Correa, Planner
Shari Culbert, Executive Assistant
Manushka Desgagne, City Attorney's Office
Reginald Jordan, Zoning Administrator

Members Absent

None

The meeting was called to order & the procedure for hearing the applications on today's agenda was explained. Speakers were asked to clearly state their name & mailing address. Comments on any item not on the agenda will be limited to 3 minutes at the end of our public hearing.

All decisions rendered by the Zoning Board of Appeals are subject to appeal to the appropriate governing body, either the District Court or the Caddo Parish Commission, depending on the location of the property. Appeals must be filed within 10 days from the date a decision is rendered by the Zoning Board of Appeals.

► **APPROVAL OF MINUTES**

A motion was made by Mr. HENDRICKS, seconded by Mr. MOSS, to approve the minutes of the January 20th, 2021 public hearing as submitted.

The motion was adopted by the following 7-0 vote: Ayes: Messrs. BERRY, BRANNAN, CRAWFORD, HENDRICKS, MARSHALL, & WOODS, and Mses. HENDERSON. Nays: None. Absent: NONE

► **PUBLIC HEARING**

CASE NO. 22-9-BAC SPECIAL EXCEPTION USE

Applicant: Brand Realty Properties LLC
Owner: Brand Realty Properties LLC
Location: 2500 CENTENARY BLVD (southwest corner of Centenary Blvd. and Prospect St.)
Existing Zoning: R-3
Request: Special Exception Use for a Short Term Rental
Proposed Use: Short Term Rental

Representative &/or support:

Ivy Woodard-Latin 6230 S Inwood Road Shreveport, La 71119

Mrs. Woodard-Latin spoke about the work that was put into the property and the proposed use.

Brent Latin 10573 Pelican Pointe Dr Keithville, La 71047

Mr. Latin spoke of the proposed use of the property and potential positives if approved.

Opposition:

Linda McGee Williams 511 Huron St Shreveport, La 71106

Mrs. Williams spoke of the possible parking issues if approved.

Sandra Charles 2500 Centenary Blvd. #5 Shreveport, La 71104

Ms. Charles spoke of the potential problems for current residents if approved.

Mr. Latin spoke in rebuttal. He addressed the oppositions concerns.

The board went into discussion.

A motion was made by Mr. WOODS, seconded by Mr. HENDRICKS, to approve the application.

MR. CLARKE spoke of how the MPC regulates violations that could occur that were a concern if approved.

The board went into further discussion.

The motion was adopted by the following 6-1 vote: Ayes: Messrs. BERRY, CRAWFORD, HENDRICKS, MARSHALL, & WOODS, and Mses. HENDERSON. Nays: Messrs. BRANNAN Absent: NONE

END OF PUBLIC HEARING

▶ **OLD BUSINESS**

▶ **NEW BUSINESS**

Mr. Clarke welcomed the new members and gave information regarding training.

▶ **OTHER MATTERS TO BE REVIEWED BY THE ZBA**

▶ **CHAIR / BOARD MEMBERS' COMMENTS**

MEETING ADJOURNED 240 p.m.

Alan Berry, Chairman

Secretary

Land Development

505 Travis Street | Suite 440 | Shreveport, LA | 71101
318-673-6480 | fax 318-673-6461

LAND USE APPLICATION FOR ZONING BOARD OF APPEALS

UTILITY REQUIREMENTS			
<ul style="list-style-type: none"> Water Service Provider. If property is not served by city water the applicant is required to submit a letter from the appropriate agency stating that water is available. For private wells a letter from the Caddo Health Department is required. 	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Sewer Service. If property is not served by city sewer the applicant is required to submit a letter from the appropriate agency stating that sewer is available. For private septic systems a letter from the Caddo Health Department is required. 	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Servitude. Show reference for all existing sanitary sewer servitude and possibly water servitudes. 	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Cross Lake Watershed. If the property is located in the Cross Lake Watershed, the applicant is required to submit letters from the Department of Water and Sewer and the Health Department stating that the proposed method of waste disposal has been approved by their respective offices. 	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
TRANSPORTATION SERVICES REQUIREMENTS			
<ul style="list-style-type: none"> Public and Private Streets. Existing and proposed ROW must be shown and labeled; depending on the specific request, more detailed information may be required. Label as existing or proposed. Label all existing and proposed street names. Label pavement construction (asphalt, concrete, or gravel). 	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Turn Lanes. Show and dimension left turn lanes and deceleration lanes with associated storage and transition areas. Label as existing or proposed. 	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Driveways. Show dimensioned driveways and vehicular surface area on plan. Show the location of all opposing driveways surrounding the site. 	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Parking Layout. Show existing and proposed parking areas, bay dimensions, aisle dimensions, and label number of spaces per tier of parking. Please provide tabular table with parking counts. 	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Circulation Lanes. Show and label vehicle circulation lanes, private drives, fire lanes, and driveways. Label as existing or proposed. Utilize directional arrows to show traffic flow. Dimension pavement widths, right-of-way (ROW), and/or easement widths, driveway throat widths, radii, and distances between driveways and intersecting streets. Label pavement construction (asphalt or concrete). 	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Off-Site Parking. Show and label offsite parking. All handicap parking areas, parking spaces, striping, and ramps must be shown and labeled. 	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Off-Street Loading. Show, label, and dimension required off-street loading spaces. 	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Vehicular Stacking. Provide vehicular stacking areas, length of queue, storage space required per stacked vehicle including aisle width, stall depth, and stall width. For drive-through lanes, include all stops (menu boards, windows, etc.) and stacking. 	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Vehicular Storage. Show, label, and dimension open storage and vehicle storage areas (i.e. vehicle display areas, outdoor fleet storage, etc.) including required screening and pavement construction (asphalt or concrete). 	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Fuel Storage Tanks. Show and label above ground and underground fuel storage tanks. Label fuel tank capacities. 	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Roadway Improvements. Right-of-Way or Roadway improvements must be shown on the plans. 	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Passage of Servitude. Label and dimension all passages of servitude with adjacent properties. 	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
SOLID WASTE SERVICE INFORMATION			
<ul style="list-style-type: none"> Waste Receptacles & Enclosures & Other Mechanical Equipment. Location, materials and height of dumpsters and their method of screening. 	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>

Land Development

505 Travis Street | Suite 440 | Shreveport, LA | 71101
318-673-6480 | fax 318-673-6461

LAND USE APPLICATION FOR ZONING BOARD OF APPEALS

The following information is required for variance or special exception use applications. Failure to provide all requested information by the application filing date will result in a significant delay in scheduling your application for ZBA consideration.

Please provide a copy of the completed checklist with your application.

TO BE COMPLETED BY APPLICANT			TO BE COMPLETED BY STAFF
GENERAL REQUIREMENTS			
• Property Plan. Shall be a black-and-white drawing formatted in landscape view on a 11"x17" sheet(s).	<input checked="" type="checkbox"/>		<input type="checkbox"/>
• Scale. The site plan shall be of a scale not greater than one inch (1") equals twenty feet (20') and not less than one inch (1") equals fifty feet (50') and of such accuracy that the Planning Commission can readily interpret the site plan. The plan shall show dimensions of all site improvements proposed.	<input checked="" type="checkbox"/>		<input type="checkbox"/>
• North Arrow. Provide north arrow, graphic scale, and written scale in close proximity to each other. Orient plan so that north is to the top or left-hand side of the sheet.	<input checked="" type="checkbox"/>		<input type="checkbox"/>
• Title Block. Title block shall be in the lower, right-hand corner of the plan. The title block shall identify the variance request; subdivision name, lot and block designations, if platted; gross acreage, city, parish, and state name; survey and abstract name; and date of preparation).	<input checked="" type="checkbox"/>		<input type="checkbox"/>
• Owner. Label company name, contact name, address, and phone number of current property owner in the vicinity of the title block.	<input checked="" type="checkbox"/>		<input type="checkbox"/>
• Preparer's Information. Label company name, preparer name, address, and phone number of plan preparer (e.g., surveyor, engineer, architect, landscape architect, etc.) in the vicinity of the title block.	<input checked="" type="checkbox"/>		<input type="checkbox"/>
• Vicinity Map. Provide a vicinity map in the same orientation of the plan showing subject property, a north arrow, scale (or labeled "not to scale"), existing platted lot lines and streets, and existing boundaries and zoning for all property located within 600' of the boundaries of the subject property. An internet-based aerial map is acceptable.	<input checked="" type="checkbox"/>		<input type="checkbox"/>
PROPERTY PLAN INFORMATION			
• Property Boundaries / Servitudes. Show current and proposed boundaries/lot lines	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Dimensions. Show, label and dimension lot frontage, width, and depth; along with front, side and rear yard setbacks. Note total property area (in square feet and acres) on plan.	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Floodplain and Drainage. If property is located in a flood zone, please indicate zone on plan. Refer to FEMA website at https://msc.fema.gov/portal for flood zone information.	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
• Building(s). Show location and dimensions of all existing and proposed buildings or structures, gross building area (square feet), number of stories, and building height (in feet to tallest element of the building as described in ordinance). If this project includes an addition, clearly show the addition different from the existing building. Provide general building dimensions. Include distances between structures and distances to critical areas.	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Building Uses. For each building, label the proposed or existing use.	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Setbacks. Indicate all building setbacks (front, side, and rear) from all property lines with a dashed line .	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
GRADING AND STORMWATER REQUIREMENTS			
• Existing Conditions. If not easily discernable from visual observations and is applicable to a variance request, show and label existing and proposed topography at two (2) foot contours referenced to sea-level datum. (Please note that topographical information can be provided from a number of web based/GIS applications in lieu of submitting an extensive topographical survey). If easily discernable from visual observations, provide photographic evidence.	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>

22-9-BAC - Special Exception Use

Project Address Information:

Address: 2500 CENTENARY BLVD Unit 10

City: SHREVEPORT

State: LA

Zip: 71047

Project Details:

Designation: City of Shreveport

Status: Open

Project Name: 22-34-STR STR permit

Project Number: 22-9-BAC

Project Description: proposed STR located within 500' of existing STR requires SEU

Application Category: Board of Adjustments - City

Parcel Legal Description: N. 18.34 Ft. Of Lot 10 & S. 2.49 Ft. Of Lot 11,
centenary Commons Subn.,

Section 6, T17N, R13W, Caddo Parish, Louisiana.

General Location of Property: southwest corner of Centenary Blvd. and Prospect St.

Council: B - Fuller

Caddo Parish Commissioner District: 4 - Young

Request: Special Exception Use for a Short Term Rental

Proposed Use: Short Term Rental

Subdivision:

GEO Number: 171306150002700

Township:

Section: 06

Range: 17-13

Existing Zone: R-3

Project Fees:

Special Exception Use

Contact information:

Applicant:			
	Brand Realty Properties LLC	Brandace Latin	PO Box 80240 Shreveport, LA 71148
	Mobile: (318) 422-2546	Home: (318) 422-2546	Office: (318) 422-2546
Business Owner:			
			, LA
	Mobile:	Home:	Office:
Property Owner:			
	Brand Realty Properties LLC	Brandace Latin	PO Box 80240 Shreveport, LA 71148
	Mobile: (318) 422-2546	Home:	Office:

22-9-BAC

BOULEVARD

CENTENAR

ALEXANDER

R-1-5

DALZELL

Special Exception
Use

PROSPECT

MOREHEAD

R-3

ROBINSON

C-1

C-2

C-1

500' NOTIFICATION
AREA

WILKINSON

C-1

C-2

R-1-5

IC

WASHINGTON



SCALE: 1"=200'

22-9-BAC AREA REF MAP





NO PARKING
ANY TIME

06/06/2022



06/06/2022



06/06/2022



06/06/2022

Brand Realty Properties LLC

Dear Neighbors,

I am sending you this letter to notify you and all my surrounding neighbors that I am renting my house as a short-term rental. The property is located at: 2500 Centenary Blvd Unit #10 Shreveport, LA 71105.

Short-term renters are people who rent a home for 30 days or less. I am obtaining a permit and business license through the City of Shreveport for this activity.

I do not expect there to be any problems with any of my renters, as I will be monitoring all rental activity. However, should you encounter any disruptive behavior coming from my property, I encourage you to reach out to me so we can resolve the issue.

Here is my contact information:

Brandace Latin (318)422-2546 or brandacebl33@gmail.com

I encourage you to visit the City of Shreveport's website below, which contains good information regarding short-term renting. City of Shreveport short-term rental website:

<https://shreveportcaddompc.prod.govaccess.org/home/showpublisheddocument/1559/637695369601570000>

Best regards,

Brand Realty Properties LLC, Property Owner

Neighbors addresses:

2500 Centenary Blvd Unit #11: Yolanda Burnom

2500 Centenary Blvd Unit #9: Southern Sky Properties LLC

Centenary Commons Homes Association, Inc.
P. O. Box 44415
Shreveport, LA 71134-4415

June 1, 2022

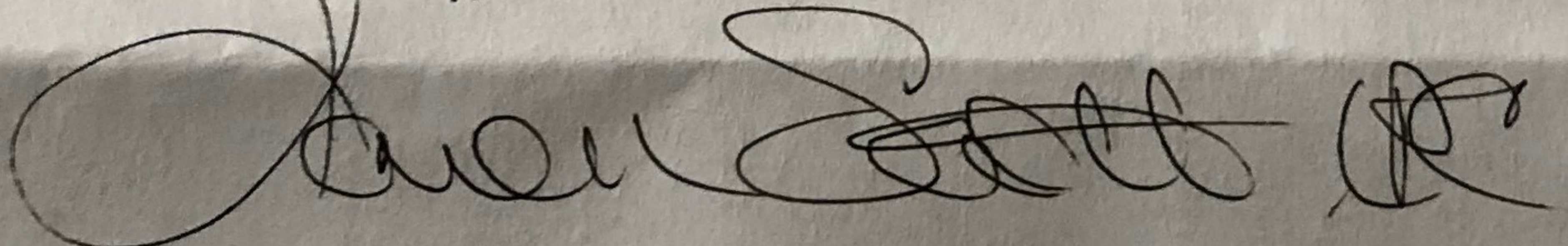
Metropolitan Planning Commission
505 Travis Steet
Shreveport, LA 71130

RE: Case Number 22-9-BAC

TO WHOM IT MAY CONCERN – Metropolitan Planning Commission

Concerning Case Number 22-9-BAC submitted by Brand Realty Properties LLC, please be advised that this petition is being disputed by members of Centenary Commons Homes Association, Inc. Our bylaws are not set up for a hotel style business to be operated as these are residential properties. Our homeowners are property owners who pay property taxes for a residential property and the homeowner's do not feel that this would be advantageous to current or future owners and that this change would affect the property values of the homes.

Sincerely,

A handwritten signature in black ink, appearing to read 'Karen Scott', followed by a small circular stamp or mark.

Karen Scott,
Treasurer Centenary Commons Homes Association, Inc.

Centenary Commons Homes Association, Inc.
P.O. Box 44415
Shreveport, LA 71134-4415

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June 1, 2022

RE: Case Number 22-9-BAC

<u>Linda McGehee Williams</u>	<u>#15 Linda McGehee Williams</u>
<u>Shakryl Atkins</u>	<u>#4 Shakryl Atkins</u>
<u>Sharon C. Bush</u>	<u>2500 Centenary Blvd., Unit 2</u>
<u>Ruth E. Cox</u>	<u>" " Unit #1</u>
<u>Charles R. Gray</u>	<u>2500 CENTENARY^{LD} 16</u>
<u>Dillingham Barbara</u>	<u>2500 CENTENARY #12</u>
<u>Andrew M. Shehee</u>	<u>2500 Centenary Blvd. #s 8 & 13</u>
<u>Mmm</u>	<u>2500 Centenary Blvd Unit 9</u>